



WORKFORCE DEVELOPMENT BOARD, SDA-83, INC.

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WORKFORCE DEVELOPMENT BOARD SDA-83, INC.

JULY 19,2022

The Workforce Development Board SDA-83, Inc., Meeting was called to order at 6:00 P.M., by Mr. Steve Henderson, Chairperson. Invocation was given by Ms. Rosie Brown.

Members present: Mr. Steve Henderson, Chairperson, Ms. Brandy Willis, Ms. Lauren Rogers, Ms. Kaila Boire, Mr. Tim Tettleton, Mr. Fred Eubanks, Mr. Gerry Mims, Ms. Rosie Brown, Mr. Calvin Williams, Mr. Scott Cox, Ms. Tana Trichel, Ms. Dottie Henry, Mr. Trevor Barber and Ms. Daphne Johnson. Absent: Mr. Dan Wallace, Mr. Ben Gallant, Ms. Amanda McManus, Mr. Douglas Curtis, Mr. Michael Carroll, Ms. Gina Orgas, Mr. Ken Green, Mr. Matt Green and Dr. Vickie Wheelis.

Guests: Mr. Jacques Lasseigne, LWC and Mr. Kendall Thompson, President, East Carroll Parish Police Jury.

Staff present: Mrs. Terri Mitchell, Mrs. Shae Cheatham, Mrs. Mary Pat Polk and Ms. Judy Milton.

Mr. Steve Henderson called on Mrs. Terri Mitchell for the Executive Director's Report.

Mrs. Mitchell reported on the following items:

1. Minutes – April 19,2022 Workforce Development Board Meeting – A motion to approve the minutes of this meeting was made by Mr. Fred Eubanks and seconded by Mr. Scott Cox. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

Minutes – June 13,2022 Executive Committee Meeting - (No action required)

2. Election of Officers – Mrs. Mitchell called for Election of Officers. A motion to reinstate the current officers was made by Ms. Tana Trichel and seconded by Mr. Tim Tettleton.

Steve Henderson, Chairperson

Fred Eubanks, Vice-Chairperson

Rosie Brown, Secretary-Treasurer

Gerry Mims, Member At Large

Abstained: Mr. Steve Henderson, Mr. Fred Eubanks, Mr. Gerry Mims and Ms. Rosie Brown.

Opposed: None, All in Favor: All. Motion Passed.

3. Local Governance Agreement – Mrs. Mitchell stated the Local Governance Agreement identifies the roles and responsibilities between the Local Workforce Development Area 83 (Consortium), Union Parish Police Jury (Grant Recipient), Workforce Development Board SDA-83, serving as the administrative entity, fiscal agent and provider of career/youth services. She stated this Agreement sets firewalls and creates internal control. A motion for approval was made by Ms. Tana Trichel and seconded by Ms. Rosie Brown. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
4. One Stop Operator Renewal 7/1/22 – 6/30/23 – ABG Professional Solutions – Mrs. Mitchell recommended renewing the One Stop Operator Contract with ABG Professional Solutions for the fiscal year 7/1/22 – 6/30/23. She stated this is the Optional Renewal - One and the renewed contract price is \$ 33,600.00. After discussion, a motion for approval was made by Mr. Scott Cox and seconded by Mr. Gerry Mims. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
5. Budget to Actual for June 30,2022 – Mrs. Mitchell discussed the Fund Utilization Report and the Budget Review (Actual to Budget) which includes the Budget, Actual Expenditures and Variance for both the Admin Budget and the Program Budget and approval to make line item changes that are within budget. A motion for approval was made by Ms. Tana Trichel and seconded by Mr. Tim Tettleton. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
6. Grant Opportunities – Submitted Applications
7. Review and Approval
 - A. **Policy 100-32 Targeting Outreach** – Mrs. Mitchell stated that all areas are required to submit a “Targeting Outreach and Approval Plan” in accordance with LWC policy to ensure that efforts will be made to provide equitable services among substantial segments of the eligible population. The requirement for a “Targeting, Outreach and Recruitment Plan” replaces the previously required Affirmative Action Plan.
 - B. **Policy 200-28-08 Provision of SS SOP** – Mrs. Mitchell stated this policy changes the cap to \$ 6,000.00 per student.
 - C. **Policy 200-05-06 Limitations on Individual Training Accounts** – Mrs. Mitchell stated that changing the cap automatically affects this policy under Funding and Duration Limits. These numbers have been updated to reflect the change.
8. Modified Employer Survey Review
9. Allocation and Projected Budget for Fiscal Year 7/1/22 – 6/30/23
 - Cost Saving Measures
 - Staffing Levels

Mr. Steve Henderson, Chairperson, requested that the Board go into Executive Session to address personnel issues. All staff left the room. Mr. Henderson discussed the funding cuts and the need to reduce staff to align the budget with the funding allocations.

After Executive Session, the Executive Committee action to approve a Reduction-In-Force of five (5) individuals and temporarily reducing the Employer Deferred Compensation match to 4 percent, was ratified by the full Board with a request to provide a letter of recommendation to the employees clarifying that the layoff was a result of financial restraints and not job performance. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

Mr. Steve Henderson adjourned the meeting.

The meeting adjourned at 7:10 P.M.

Transcribed by Judy Milton, Planning Assistant



A handwritten signature in blue ink, appearing to read "Judy Milton", is written over a horizontal line.

Approved at October 18, 2022 Meeting



A handwritten signature in blue ink, appearing to read "Steve Henderson", is written over a horizontal line.

Steve Henderson, Chairperson, WDB-83